



## THE TATNALL SCHOOL

Thank you for your interest in joining the substitute team at The Tatnall School for the upcoming school year. To be placed on the substitute roster, the following steps need to be taken:

1. Send your resume to Sharon Vandiver in the Business Office at [sharonvandiver@tatnall.org](mailto:sharonvandiver@tatnall.org) with an email detailing which Division(s) you would like to be considered for as a substitute.
  - Early Childhood - PK3 - K
  - Lower School - grades 1 -5
  - Middle School - grades 6 - 8
  - Upper School - grades 9 -12
2. Your resume will then be distributed to the Division Offices, and you will be contacted to schedule an interview.
3. If you are selected as a substitute candidate, you will be asked to provide various employment information, including a background check and TB test.
4. Once all forms, background check, and TB test have been received, the Division Offices will add you to their substitute rosters.

Substitute stipends are:

\$110 - full day

\$55 - half day

Divisions:

Early Childhood (age 3 to KG)

Lower School (grades 1-5)

Middle School (grades 6-8)

Upper School (grades 9-12)

Timesheets are required to be completed and signed for each date that you substitute and are available from Division Office Coordinators.

Payroll is processed bi-monthly on the 15th and the 30th via direct deposit.

If you have any questions along the way, please do not hesitate to call.

Sharon Vandiver  
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The Tatnall Business Office  
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[sharonvandiver@tatnall.org](mailto:sharonvandiver@tatnall.org)